

Personal Pathways



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Empowering all students to shape our future.™

**Education and Economic Development Act
Regional Education Center
Service Capacity-Building Competitive Grant**

**Request for Proposals (RFP)
Application Package**

Deadline for Receipt of Applications:
4:30 p.m., Friday, October 31, 2008

**Jim Rex, PhD
State Superintendent of Education**

Co-Chairs, Regional Education Center Committee

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Total Comfort
(803) 772-4495
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PART I: General Information

A. Introduction/Background

The South Carolina General Assembly has provided funding to the Education and Economic Development Act Coordinating Council to assist the 12 Regional Education Centers (REC) in implementing the Education and Economic Development Act (EEDA).

Of this funding, \$300,000 was allocated in early 2008 to the Gap Analysis and Needs Assessment process to assist the RECs in identifying existing needs and gaps in services. Now, an additional \$300,000 is allocated to the REC Service Capacity-Building Competitive Grant to address the identified needs in six RECs.

The EEDA stipulates that the RECs coordinate and facilitate the delivery of information, resources, and services to students, educators, employers, and the community. As required by law, each REC must

1. provide services to students and adults for career planning, employment seeking, training, and other support functions;
2. provide information, resources, and professional development programs to educators;
3. provide resources to school districts for compliance and accountability;
4. provide information and resources to employers including, but not limited to, education partnerships, career-oriented learning, and training services;
5. facilitate local connections among businesses and those involved in education; and
6. work with school districts and institutions of higher education to create and coordinate workforce education programs.

To assist the RECs in fulfilling the requirements of #1 above (providing services to students and adults), the EEDA Coordinating Council will fund Service Capacity-Building Grant awards to local service providers to address services specifically identified as needed by the RECs. This Request for Proposals (RFP) includes the services identified and requested by six RECs to serve 23 counties across the state.

REC and Counties	Identified Needs
Greenville	<ul style="list-style-type: none">▪ Soft skills training for students and adults (create training videos and programs; provide implementation and awareness for Workkeys in the region)▪ Training and workshops about Personal Pathways to Success and career clusters for teacher education faculty and pre-service teachers▪ Services to implement Personal Pathways to Success in the Hispanic community (on the job English as a Second Language instruction; training opportunities for adults; Spanish training for teachers and counselors; school-based translators)▪ Services to facilitate and implement Personal Pathways to Success in Charter Schools.
Midlands <ul style="list-style-type: none">▪ Fairfield▪ Lexington▪ Richland	<ul style="list-style-type: none">▪ Services or strategies to inform high school dropouts of the many types of postsecondary education and training that are available in the area▪ Services or strategies to reach parents with the message that they are critical in their child's career decision-making process. All parents are the targeted audience with emphasis on parents that are typically hard to reach—those who are unemployed or have more than one job, which makes it difficult to attend school functions▪ Services to assess the current work ethic (or soft skills) of students and/or

	<p>adults, connect them with training that will improve their scores, and make them aware of the soft skills requirements of the businesses in the Midlands</p> <ul style="list-style-type: none"> ▪ Service that will connect adults in the Midlands to existing training and skill-building opportunities.
<p>Pee Dee</p> <ul style="list-style-type: none"> ▪ Chesterfield ▪ Darlington ▪ Dillon ▪ Florence ▪ Marion ▪ Marlboro 	<ul style="list-style-type: none"> ▪ Creation of Job Shadowing Videos (Interactive Curriculum) for classroom use, featuring Health Sciences, Manufacturing, IT, or Finance and including <ul style="list-style-type: none"> • local businesses from the Pee Dee Region • Jobs/careers within the business and the duties of each • Salary, required education, future outlook of the career field • Soft skills necessary for the various careers ▪ Educator Field Study Program to introduce educators to the various businesses within their school district or region ▪ Educators in the Workplace Summer Program to teach educators about the various careers within the businesses in the district or region. Educators will be able to take the information/knowledge back to the classroom and share it with their students <ul style="list-style-type: none"> • Concentrate on Health Sciences and/or Manufacturing • Educator will receive three Continuing Education Credit Hours • Tours of businesses • See MEBA.
<p>Trident</p> <ul style="list-style-type: none"> ▪ Berkeley ▪ Charleston ▪ Dorchester 	<ul style="list-style-type: none"> ▪ Trident Career Awareness Projects (one-time productions) to inform students, parents, adult learners, and educators about career opportunities (based on the 16 career clusters) in the region in collaboration with districts, schools, employers, and the community ▪ Trident World of Work Readiness Projects: multi-session activities in collaboration with regional employers and based on the 16 career clusters addressed in at least two school districts to prepare students, parents, adult learners, and/or educators for the world of work.
<p>Upper Savannah</p> <ul style="list-style-type: none"> ▪ Abbeville ▪ Edgefield ▪ Greenwood ▪ Laurens ▪ McCormick ▪ Newberry ▪ Saluda 	<ul style="list-style-type: none"> ▪ A system of communication networks among service providers, employers, educators, clients (students, adults, parents, and the community) ▪ New career cluster offerings within the high schools and/or career centers within the region ▪ A work ethic certification program that includes soft-skills training within the high schools and/or career centers within the region ▪ Implementation of WorkKeys assessment to lead to the WorkReady SC certificate ▪ Publication and delivery of Personal Pathways Career Cluster magazines for students, postsecondary institutions, and/or businesses ▪ Transportation for adults to attend skill building and training opportunities in the Upper Savannah region.
<p>Waccamaw</p> <ul style="list-style-type: none"> ▪ Georgetown ▪ Horry ▪ Williamsburg 	<ul style="list-style-type: none"> ▪ Strategies and Services to increase Business Involvement (on-the-job learning opportunities including job shadowing, internships, and part-time jobs; career fair; presentation to school classes; hosting events or work-site tours; communicating and sharing resources with K–12 and higher education about workforce preparation, business growth, and job opportunities; creating family-friendly work sites that allow parents to be actively engaged in their child’s education) ▪ Strategies and Services to increase Parental Involvement (participation in

	<p>parent-teacher groups; career explorations, work place experiences, and development of their child's Individual Graduation Plan)</p> <ul style="list-style-type: none"> ▪ Strategies and Services to Support a "100% Educated Workforce" including encouraging and supporting employees without a high school diploma or GED to complete requirements for a diploma or GED, supporting and encouraging employees to increase their education and skill levels, and requiring high school completion for employment ▪ Communication/Collaboration to increase public awareness about Personal Pathways to Success for every student and about opportunities within the 16 career clusters; to encourage dialogue between education and business to enhance understanding of job skills required for established, growing, and incoming businesses; to encourage high school students to complete college credit and/or technical skill certificates while in high school ▪ Services to implement and support Personal Pathways to Success in the Hispanic community (on-the-job English as a Second Language instruction; on-the-job training opportunities for adults; Spanish training for teachers and counselors; school-based translators)
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B. Definitions of Terms Used

EEDA—Education and Economic Development Act, passed by the South Carolina General Assembly in 2005.

EEDA Coordinating Council—Established by the South Carolina General Assembly to oversee the implementation of EEDA. The council is comprised of the following members:

- State Superintendent of Education or his designee;
- Executive Director of the South Carolina Employment Security Commission or his designee;
- Executive Director of the State Board for Technical and Comprehensive Education or his designee;
- Secretary of the Department of Commerce or his designee;
- Executive Director of the South Carolina Chamber of Commerce or his designee;
- Executive Director of the South Carolina Commission on Higher Education or his designee;
- the following members who must be appointed by the State Superintendent of Education:
 - a school district superintendent;
 - a principal;
 - a school guidance counselor;
 - a teacher; and
 - the director of a career and technology center;
- the following members who must be appointed by the Chairman of the Commission on Higher Education:
 - the president or provost of a research university;
 - the president or provost of a four-year college or university; and
 - the president of a technical college;
- ten representatives of business appointed by the Governor, at least one of which must represent small business. Of the representatives appointed by the Governor, five must be recommended by state-wide organizations representing business and industry. The chair is to be selected by the Governor from one of his appointees;
- Chairman of the Education Oversight Committee or his designee;
- a member from the House of Representatives appointed by the Speaker of the House; and
- a member from the Senate appointed by the President Pro Tempore.

The EEDA Coordinating Council is charged to

1. advise the Department of Education on the implementation of this chapter;
2. review accountability and performance measures for implementation of this chapter;
3. designate and oversee the coordination and establishment of the regional centers established pursuant to Section 59-59-180;
4. report annually by December 1 to the Governor, the General Assembly, the State Board of Education, and other appropriate governing boards on the progress, results, and compliance with the provisions of this chapter and its ability to provide a better prepared workforce and student success in postsecondary education;
5. make recommendations to the Department of Education for the development and implementation of a communication and marketing plan to promote statewide awareness of the provisions of this chapter; and
6. provide input to the State Board of Education and other appropriate governing boards for the promulgation of regulations to carry out the provisions of this chapter including, but not limited to, enforcement procedures, which may include monitoring and auditing functions, and addressing consequences for noncompliance.

EEDA Regional Education Center (REC)—designated by the EEDA Coordinating Council to coordinate and facilitate the delivery of information, resources, and services to students, educators, employers, and the community. Each REC must

- provide services to students and adults for career planning, employment seeking, training, and other support functions;
- provide information, resources, and professional development programs to educators;
- provide resources to school districts for compliance and accountability pursuant to the provisions of this chapter;
- provide information and resources to employers including, but not limited to, education partnerships, career-oriented learning, and training services;
- facilitate local connections among businesses and those involved in education; and
- work with school districts and institutions of higher education to create and coordinate workforce education programs.

The RECs are to assume the geographic configuration of the Local Workforce Investment Areas (LWIA) of the South Carolina Workforce Investment Act. Each regional center shall have an advisory board comprised of a school district superintendent, high school principal, local workforce investment board chairperson, technical college president, four-year college or university representative, career center director or school district career and technology education coordinator, parent-teacher organization representative, and business and civic leaders. Appointees must reside or do business in the geographic area of the center. Appropriate local legislative delegations shall make the appointments to the regional center boards.

The RECs shall include, but not be limited to, the one-stop shops, workforce investment boards, tech prep consortia, and regional instructional technology centers.

C. Eligible Applicants

Non-profit and for-profit organizations and corporations of demonstrated effectiveness are eligible to apply. An application must serve only one REC. Only one application per eligible applicant will be accepted.

D. Estimated Available Funds

A total of approximately \$300,000 is available for funding, with a maximum of \$50,000 to serve each REC. Each REC has the authority to negotiate final budgets for grantees and to decide not to award grant funds. Funds will be distributed on a reimbursement basis.

E. Estimated Number, Range, and Average Size of Awards

Each REC will award no more than \$50,000 in grant funds, regardless of the number of grantees that will receive funds. For example, one REC may award one grant totaling \$50,000; another REC may award two grants of \$25,000 each.

F. Grant Funding Period

The project period is December 1, 2008, through June 30, 2009. All services, activities, and purchases must have been provided by June 30, 2009.

G. Statutory Requirements

The REC Advisory Board (RECAB) will oversee, monitor, and evaluate all grant awards. All grantees must include in their proposals a statement assuring compliance and participation in the performance evaluation, monitoring, or other requirements mandated by the EEDA, the Coordinating Council, and the SCDE.

H. Unauthorized Activities

Funds may not be expended for any activity that is not included in the approved grant application. Grant funds may not be used to purchase equipment (items with value of \$5,000 per unit).

I. Supplement, Not Supplant

Funds may not be used to supplant existing funding sources or normal operating expenditures.

J. Technical Assistance Sessions for Applicants

An optional Technical Assistance Session for applicants will be conducted by the RECs and the SCDE. Participation in the technical assistance workshop is not a requisite for submitting an application. Further information will be announced.

K. Required Reporting

All grantees must provide an annual report that outlines and summarizes progress toward objectives, challenges and resolutions, next steps, and a financial report.

L. Review and Selection Process

All applications will be submitted to the appropriate REC. The REC Coordinator will then review the applications for completeness. Only complete applications will be forwarded for scoring and consideration to a subcommittee of the appropriate Regional Education Center Advisory Board (RECAB). Incomplete applications will neither be reviewed nor considered for funding. Each application can earn up to 100 points.

A panel of two readers selected from the RECAB will review and score each application, using the Scoring Rubric contained in this RFP. After the two readers have individually scored the application using the scoring rubric, they will be permitted to discuss the application and refine their scores. The two scores will be combined to form a composite score.

If there is a variance of 20 points or more between the two readers' scores, the application will be read by a third reader. The highest two scores will be used to form the composite score.

The REC Coordinator will rank order the applications, and submit the funding recommendations for approval to the entire RECAB, the REC Committee, and ultimately the EEDA Coordinating Council for final approval. Notification of funding status will be sent in early December 2008 to the contact person listed on the application cover sheet. Reviewer comments will be available upon request.

M. Appeals Process

Scores may not be appealed. An unfunded applicant may inquire as to whether or not the application process was followed.

An applicant who has submitted a proposal that is not selected for funding has five calendar days after receiving notification that the proposal is not funded to request a review of the process. The request for review must be directed to the Co-Chairs of the REC Committee (Jim Reynolds and Robert E. Barnett) and must state the reasons for the request. The Co-Chairs will ask the REC Statewide Development Coordinator to investigate and report. After reviewing the process, the Co-Chairs will notify the applicant in writing as to whether the application process was followed. There will be no further appeal of the REC Committee Co-Chairs' decision.

N. Selection Criteria

A total of 100 points is available to meet the Selection Criteria. While the budget is assigned zero (0) points, the budget remains a critical component of the entire application. No application with an incomplete budget will be funded.

Narrative Sections	Points Available
Needs Statement (Gaps in Services)	20
Project Description	55
Project Management	25
TOTAL	100

O. Deadline and Submission Requirements

1. Only applications that adhere to all of these guidelines and directions will be reviewed and considered for funding.
2. Grants that are plagiarized from the Internet, other grants, or resources will not be considered for funding.
3. Applications will not be returned. Please keep a copy for your records.
4. Applications that are faxed will not be accepted.
5. Applications must be received no later than 4:30 p.m., October 31, 2008. Postmarks have no bearing with respect to this deadline. Applications received after the deadline will not be considered.
6. Applications may be submitted either in hard (paper) copy or as one attachment to an email.
7. If the application is mailed or hand-delivered in hard (paper) copy,
 - a. Submit the original (with signatures in blue ink) and three copies of the entire application. The original must contain the original signatures (in blue ink) of the authorized representatives for the applicant. Stamped signatures will not be accepted.
 - b. Do not enclose the application in a notebook, binder, or folder. Do not add additional divider or title pages.
 - c. Staple the upper left corner of the original complete application and of each complete copy.

- d. Submit the applications to the appropriate REC and Coordinator at the address in the chart below.
8. If the application is sent via e-mail attachment.
 - a. The e-mail subject line must read “Service Capacity Building Application for ____ REC from _____ [insert applicant’s name].
 - b. Combine all documents into one Word (.DOC) or Adobe (.PDF) file that is attached to the e-mail.
 - c. Include the Cover Sheet, Assurances, and Terms and Conditions documents in that one file; each form must contain the authorized official’s signature (sign the form and scan for submission). Without the appropriate signature, an application will be considered incomplete and will not be reviewed, scored, or considered for funding.
 - d. Send the e-mail to the appropriate REC Coordinator at the e-mail address in the chart below.

9. Applications must be submitted to:

REC	Address to submit Hard (Paper) Applications	E-mail Address to submit electronic applications
Greenville	Jay Blankenship, Coordinator Greenville County REC Golden Strip Career Center 1120 E. Butler Road Greenville, SC 29607	jblankenship@scpathways.org
Midlands	Kaye K. Shaw, Ph.D., Coordinator Midlands REC Post Office Box 2408 Columbia, SC 29202	kshaw@scpathways.org
Pee Dee	Cheryl H. Lewis, Coordinator Pee Dee REC Florence-Darlington Technical College Health Sciences Campus Post Office Box 100548 Florence, SC 29501-0548	clewis@scpathways.org
Trident	Patricia A. Ferguson, Coordinator Trident Regional Education Center PO Box 975 Charleston, SC 29402-0975	pferguson@scpathways.org
Upper Savannah	Cynthia Pitts, Ph.D., Coordinator Upper Savannah REC 222 Phoenix St., Suite 102 Greenwood, SC 29646	cpitts@scpathways.org
Waccamaw	Patty Shortt, Coordinator Waccamaw REC Horry-Georgetown Technical College 4003 South Fraser Street Georgetown, SC 29440-9620	pshortt@scpathways.org

PART II: APPLICATION OVERVIEW, CONTENT, AND INSTRUCTIONS

Carefully adhere to font, format, page limit, and organizational requirements. Only narratives that adhere to these requirements will be considered for funding.

A. Application Overview

- ☐ Cover Page
- ☐ Proposal
 - Statement of Need
 - Project Description
 - Management
- ☐ Budget
 - Summary
 - Narrative
- ☐ Required Attachments and Forms
 - Timeline of Activities
 - Assurances
 - Terms and Conditions

B. Application Narrative Format

Length of Proposal:	Maximum of 6 pages
Required Font/Font Size:	Times New Roman or Arial/11 or 12 pt
Margins:	1" on all sides
Page Numbers:	Bottom right
Spacing:	Double space the narrative; charts and tables may be single spaced

Each section must be clearly identified. Sections may not be combined. Incomplete proposals will not be considered.

C. Applicant Narrative Content

Each REC has identified particular needs for its service area. Each applicant must tailor responses its responses to meet and address the need identified as outlined in Section A above.

1. Understanding of Need (20 points)

In this section, the applicant must demonstrate a genuine understanding and familiarity with the need identified by the region served by the REC. The applicant must identify and address the needs and describe the target population for the requested services to be provided. This section should clearly and explicitly identify which REC, which need, and which counties will be served. How does the program that you have designed address gaps and meet the need(s) identified by the REC?

2. Project Description (55 points)

The proposal must establish clear Goal(s) and Objectives for what the applicant proposes to accomplish with this project. All goals and objectives must address the need(s) identified by the REC and mirror the purpose of the grant award.

Objectives are statements that explain how the applicant will know when the goal has been achieved. Objectives must be specific, measurable, achievable, relevant, and time-specific.

The proposal must clearly explain the activities and strategies that will be used to achieve program objectives and goals. Strategies and activities must be scientifically based or evidence-based, and they must be clearly connected to the goals and objectives. Strategies are considered those tasks that are the catalyst to help the client achieve objectives. For example, in a classroom, strategies are what the teacher does so that the students learn. Activities are those tasks that the client (or student) does to learn and achieve objectives. For example, in a classroom, activities are tasks that the students complete.

The proposal must include an evaluation plan to evaluate the project's outcomes and to prove, using scientific methods, if and how well the project worked. All applicants must include in their proposals a statement assuring compliance and participation in the performance evaluation, monitoring, or other requirements mandated by the EEDA, the Coordinating Council, and the SCDE.

The proposal must include a Timeline of Activities as an attachment. A template for this timeline is included in this application package. The timeline must thoroughly describe when each project activity begins and ends, how each activity relates to a particular objective, and who is responsible for overseeing the activity. The timeline is NOT included in the page count for the narrative.

3. Management (25 points)

The management section outlines the applicant's capacity (organizational background and fiscal competency) to fulfill the grant project as well as its plan to manage the program programmatically as well as financially. This section must include the chain of command, identify the project director, provide a job description for the project director, explain responsibilities for each key staff member, describe fiscal experience such as annual operating revenues and grant fund management. Describe the applicant's capacity to manage funding and reporting requirements. While match/in-kind is not required, experience with grants and existing programs will be considered.

D. Application Budget

While the budget is assigned zero (0) points, the budget remains a critical component of the entire application. No application with an incomplete budget will be funded. No funds can be used to purchase or maintain equipment.

In-kind or match contributions are not required but should be shown if existing.

The budget forms included in this RFP must be used to provide an accurate total budget for the project and an explanation/rationale for each expenditure. The narrative must provide clear evidence that the expenditures are appropriate and justified to support the activities in the project. Expenditures should be reasonable and adequate to complete the project. The narrative must contain formulas used by the applicant to calculate the cost for each line item. Please make sure the totals on the budget form equal the totals in the budget narrative.

E. Reviewer's Scoring Rubric

Proposal Narrative	Max. Points
Section 1: Understanding of Need	____/20
<p>The extent to which the application</p> <ul style="list-style-type: none"> ▪ Demonstrates an understanding of the need identified by the REC and proves a need for the services requested. ▪ Includes recent, reliable, and valid data to substantiate the need for services and to demonstrate a clear familiarity with the target population. 	
Section 2: Project Description	____/55
<p>The extent to which</p> <ul style="list-style-type: none"> ▪ The goals and objectives for the project are clear and related to the need identified. ▪ The objectives are specific, measurable, achievable in the funding period, relative to the purposes of the grant, and are time specific. Objectives represent reasonable measures of success for the proposed activities. ▪ The strategies and activities are clearly described, including their foundation in research and the use of activities to address the need and fulfill the purposes of EEDA. ▪ The evaluation describes the plan to assess the program's outcomes. ▪ The Timeline of Activities provides clear benchmarks for activities and management of the project to achieve goals and objectives. 	
Section 3: Management	____/25
<p>The extent to which the applicant</p> <ul style="list-style-type: none"> ▪ Has the capacity to provide and manage the proposed services, as demonstrated through organizational background, including grant program experience or similar program experience. ▪ Proposes a clear plan to manage the project and provision of services, including the identification of a project director and any other key project personnel. 	
Budget	
<p>The extent to which the resources are adequate for accomplishing the stated objectives and are appropriate for the proposed activities. The extent to which all costs, particularly those associated with personnel and equipment, are reasonable.</p>	
TOTAL NUMBER OF POINTS	____/100

Reviewer's Comments:

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EEDA Regional Education Center
Service Capacity Building Grant

Application Cover Sheet

Application Cover Sheet

1. Please check the appropriate REC to be served through this application.

<input type="checkbox"/> Greenville	<input type="checkbox"/> Pee Dee	<input type="checkbox"/> Upper Savannah
<input type="checkbox"/> Midlands	<input type="checkbox"/> Trident	<input type="checkbox"/> Waccamaw

Applicant Information

Name of Applicant

Mailing Address

City, State, Zip Code

Phone Number

Web address (if
applicable)

Contact Person

Title/Position

E-mail Address

Office Telephone

Fax

Funding Information

Funding Period: December 1, 2008–June 30, 2009

Total Funds Requested: \$

Certification: I hereby certify that, to the best of my knowledge, the information and data contained in this application are true and correct. The applicant's governing body has duly authorized this application and document, and the applicant will comply with the attached assurance if the grant is awarded.

Signature of Authorized Agency Representative Date

Signature of Chief Financial Officer Date

<div data-bbox="196 117 440 222"> Personal Pathways </div> <div data-bbox="446 100 584 239"> </div> <div data-bbox="597 155 742 182"> to success™ </div> <div data-bbox="196 264 742 296"> Empowering all students to shape our future.™ </div>	<div data-bbox="852 96 1343 168"> EEDA Regional Education Center Service Capacity Building Grant </div> <div data-bbox="930 203 1261 235"> Terms and Conditions </div>
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Assurances

As the duly authorized representative of _____,
I certify that this applicant (Please print or type name of applicant.)


- A. Has the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonstate share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- B. Will give the State Department of Education (SCDE) access to and the right to examine all records, books, papers, or documents related to this award and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.
- C. The applicant's accounting system must include sufficient internal controls, a clear audit trail, and written cost-allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures that are attributable to this grant from those that are not attributable to this grant. This system must be able to identify costs by programmatic year and by budget line item and to differentiate among direct, indirect, and administrative costs. In addition, the grantee must maintain adequate supporting documents for the expenditures (federal and nonfederal) and in-kind contributions, if any, that it makes under this grant. Costs must be shown in books or records (e.g., disbursements ledger, journal, payroll register) and must be supported by a source document such as a receipt, travel voucher, invoice, bill, or in-kind voucher.
- D. The applicant will also comply with the Office of Management and Budget Circulars A-122 "Cost Principles for Non-Profit Organizations" or Circular A-87 "Cost Principles for State, Local, and Indian Tribal Governments" for maintaining required support for salaries and wages. Required support includes certifications and/or personnel activity records according to the type of entity.
- E. Will approve all expenditures, document receipt of goods and services, and record payments on the applicant's accounting records prior to submission of reimbursement claims to the SCDE for costs related to this grant.
- F. Will initiate and complete work within the applicable time frame after receipt of approval by the SCDE.
- G. Will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or disability. The grantee will take affirmative action to ensure that applicants for employment and the employees are treated during the period of their employment without regard to their race, color, religion, age, sex, national origin, or disability.
- H. Will comply with the Ethics, Government Accountability, and Campaign Reform Act (S.C. Code Ann. § 2-17-10 *et seq.* and § 8-13-100 *et seq.* (Supp. 2007)).
- I. Will comply with the Drug Free Workplace Act (S.C. Code Ann. § 44-107-10 *et seq.* (Supp. 2007)) if the amount of this award is \$50,000 or more.

Signature of authorized official

Date

Signature of authorized financial official

Date

<p>Personal Pathways  to success™</p> <p>Empowering all students to shape our future.™</p>	<p>EEDA Regional Education Center Service Capacity Building Grant</p> <p>Terms and Conditions</p>
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Terms and Conditions

(Page 1 of 2)

- A. **Completeness of Proposal.** All proposals should be complete and carefully worded and must contain all of the information requested by the State Department of Education (SCDE). If you do not believe a section applies to your proposal, please indicate that fact.
- B. **Termination.** The SCDE reserves the right to reject any and all applications and to refuse to grant monies under this solicitation. After it has been awarded, the SCDE may terminate a grant by giving the grantee written notice of termination. In the event of a termination after award, the SCDE shall reimburse the grantee for expenses incurred up to the notification of termination. In addition, this grant may be terminated by the SCDE if the grantee fails to perform as promised in its proposal.
- C. **Travel Costs.** Travel costs, if allowed under this solicitation, must comply with the state of South Carolina travel regulations.
- D. **Honoraria.** Amounts paid in honoraria, if allowed under this grant, must be consistent with SCDE policies. You should check with the program office before budgeting for honoraria.
- E. **Obligation of Grant Funds.** Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than thirty (30) days after the end of the grant period.
- F. **Use of Grant Funds.** Funds awarded are to be expended only for purposes and activities covered by the project plan and budget.
- G. **Copyright.** The grantee is free to copyright any books, publications, or other copyrightable materials developed in the course of this grant. However, the SCDE reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work developed under this grant.
- H. **Documentation.** The grantee must provide for accurate and timely recording of receipts and expenditures. The grantee's accounting system should distinguish receipts and expenditures attributable to each grant.
- I. **Reports.** The grantee shall submit a final financial report within thirty (30) days of the final disbursement. This report should be a final accounting of the grant. It may be submitted in either narrative or spreadsheet form.
- J. **Certification Regarding Suspension and Debarment.** By submitting a proposal, the applicant certifies, to the best of its knowledge and belief, that the
 - Applicant and/or any of its principals, subgrantees, or subcontractors
 - Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;
 - Have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or

Terms and Conditions
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state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

- Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above.
- Applicant has not, within a three-year period preceding this application, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

K. Audits

- Entities expending \$500,000 or more in federal awards:
Entities that expend \$500,000 or more in federal awards during the fiscal year are required to have an audit performed in accordance with the provisions of Office of Management and Budget (OMB) Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The submission deadline for A-133 audits is nine months after the entity's fiscal year-end. A grantee that passes through funds to subrecipients has the responsibility of ensuring that federal awards are used for authorized purposes in compliance with federal program laws, federal and state regulations, and grant agreements. The director of the OMB, who will review this amount every two years, has the option of revising the threshold upward.
- Entities expending less than \$500,000 in federal awards:
Entities that expend less than \$500,000 in a fiscal year in federal awards are exempt from the audit requirements in the Single Audit Act and Circular A-133. However, such entities are not exempt from other federal requirements (including those to maintain records) concerning federal awards provided to the entity. The entity's records must be available for review or audit by the SCDE and appropriate officials of federal agencies, pass-through entities, and the General Accounting Office (GAO).

- L. Records.** The grantee shall retain grant records, including financial records and supporting documentation, for a minimum of three (3) years after the termination date of the grant.

- M. Reduction in Budgets and Negotiations.** The SCDE reserves the right to negotiate budgets with potential grantees. The SCDE may, in its sole discretion, determine that a proposed budget is excessive and may negotiate a lower budget with the potential grantee. The grantee may at that time negotiate or withdraw its proposal. In addition, the SCDE may desire to fund a project but not at the level proposed. In that case the SCDE shall notify the potential grantee of the amount that can be funded, and the grantee and the SCDE shall negotiate a modification in the proposal to accommodate the lower budget. All final decisions are that of the SCDE.

- N. Amendments to Grants.** Amendments are permitted upon the mutual agreement of the parties and will become effective when specified in writing and signed by both parties.

Signature of authorized official

Date

Signature of authorized financial official

Date

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Education and Economic Development Act
Regional Education Center
Service Capacity Building Competitive Grant

Budget Summary Form

Budget Summary

Object Category	Requested	Match or In-kind	Total
Personnel (Salaries) (100)			
Employee Benefits (200)			
Contractual/Purchased Services (300)			
Supplies and Materials(400)			
Equipment (500)*			
Total Direct Cost			
1.5% of Direct Costs+			
Total Funds			

*For the State of South Carolina, the threshold for equipment is \$5,000 per unit. Any item under \$5,000 per unit would be considered supplies. Equipment may not be purchased with grant funds.

+To provide fiscal oversight, prompt drawdown of funds, and reports as needed, 1.5% of Requested Funds for Direct Costs will be provided.



Budget Narrative

Name of Applicant: _____

REC to be Served: _____

In the space below, please provide an explanation and justification for each expenditure, including any in-kind/match contributions. Please organize the narrative so that it parallels the summary form above (start with personnel, benefits, contractual, etc.). Add additional pages as necessary. A reviewer should be able to understand exactly how the applicant will use grant funds. Include formulas used to calculate any item. You may add lines as needed by “clicking” inside a box and hitting the enter key.

Category	Explanation/Rationale	Requested Funds
Personnel (Salary) (100):		
Employee Fringe Benefits (200):		
Contractual/Purchased Services (300):		
Materials and Supplies (400):		
Equipment (500):		
	Direct Costs	
	1.5% of Direct Costs	
	Total (maximum of \$50,000)	

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Name of Applicant: _____

Timeline of Activities

Please add rows as needed.

Start Date– End Date	Activity to Achieve Objective	Related Objective and Goal	Evidence that Proves Activity Has Been Completed OR Data to be Collected from Activity	Persons/Agency Responsible